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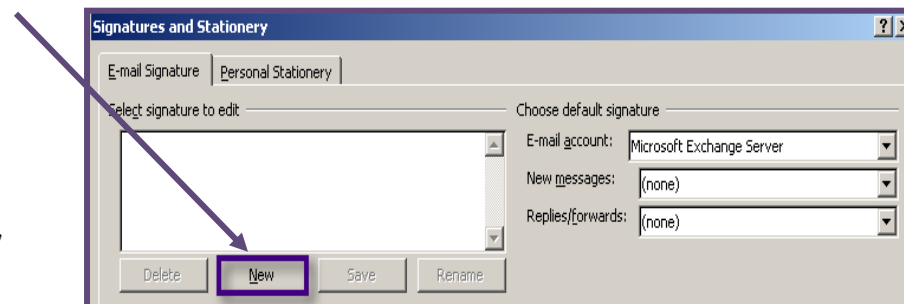
## Outlook signatures

Outlook signatures are blocks of text used to identify you which often include contact information. Signatures help add a creative or personal touch to messages. Signatures can be saved and set to automatically apply to new messages or replies and forwards, so they don't need to be retyped every time you send a message. Outlook supports multiple signatures. You can establish a default signature that you want to use most of the time, but you can also create other signatures to be applied in certain circumstances. For example, if you are a member of a committee and you want a special signature for messages related to that committee, you can use an alternate.

## Create a signature block for messages

To create a signature block, under the Inbox, click Tools > Options > choose Mail Format tab. Click on the button "Signatures."

On the screen that appears, click the New button.



A new window will appear. Enter a name for your signature.

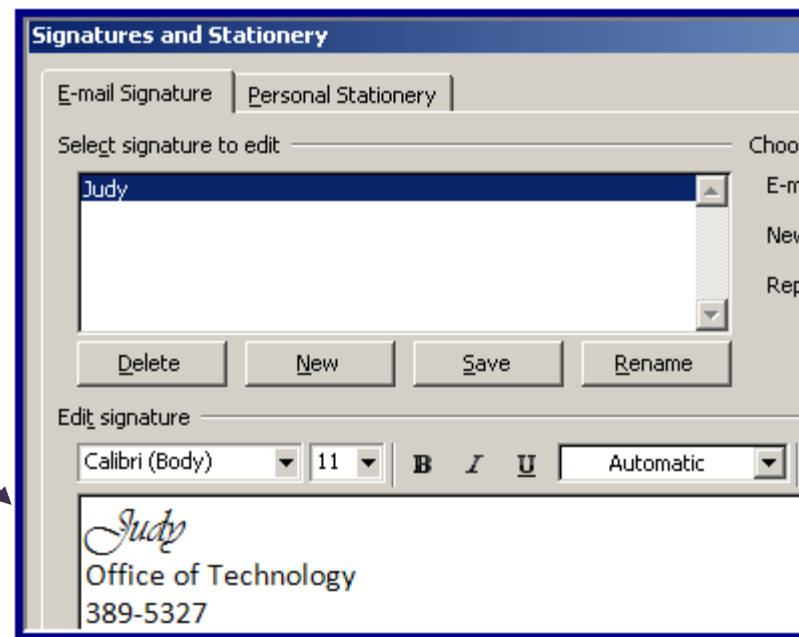


Add your signature block info and click Save.

Click OK when done.

### Format text

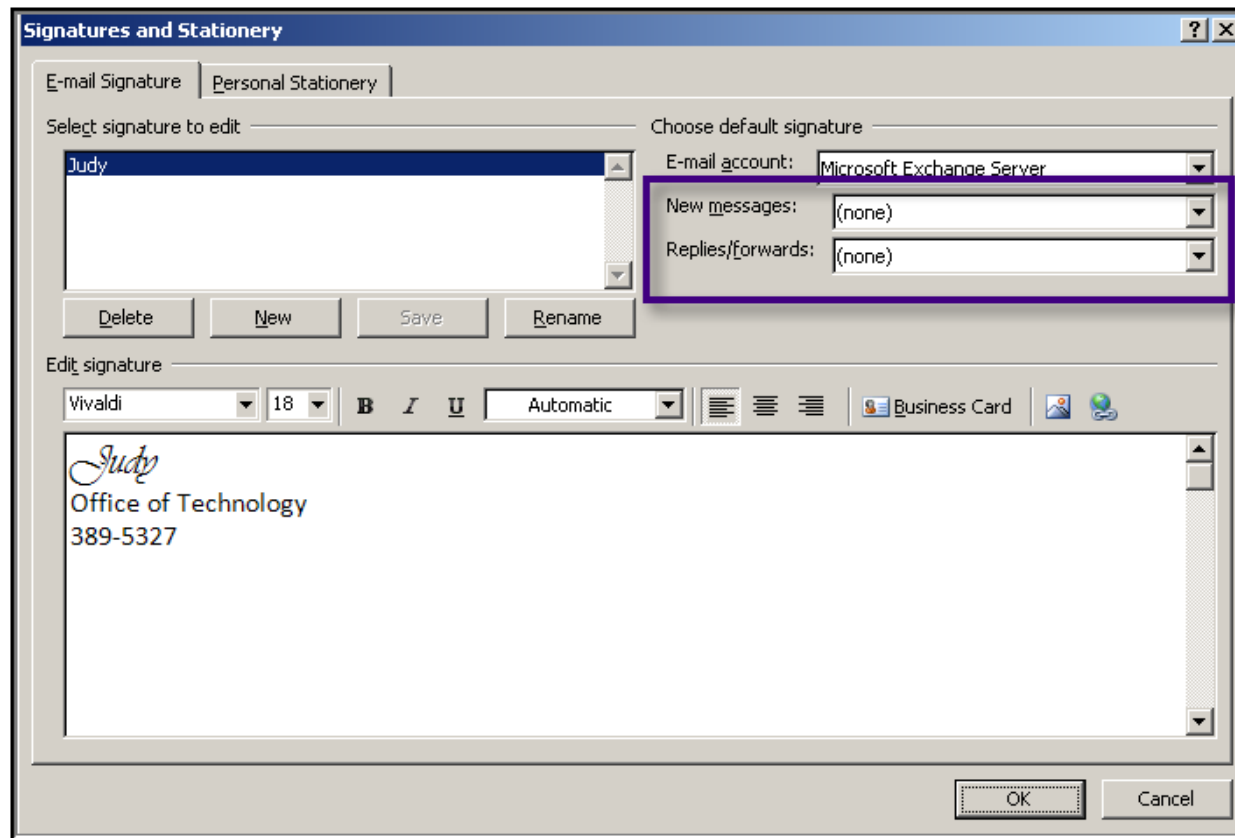
Select text and use the style and formatting buttons to select the options that you want.



## Automatically use signature on ALL new email messages

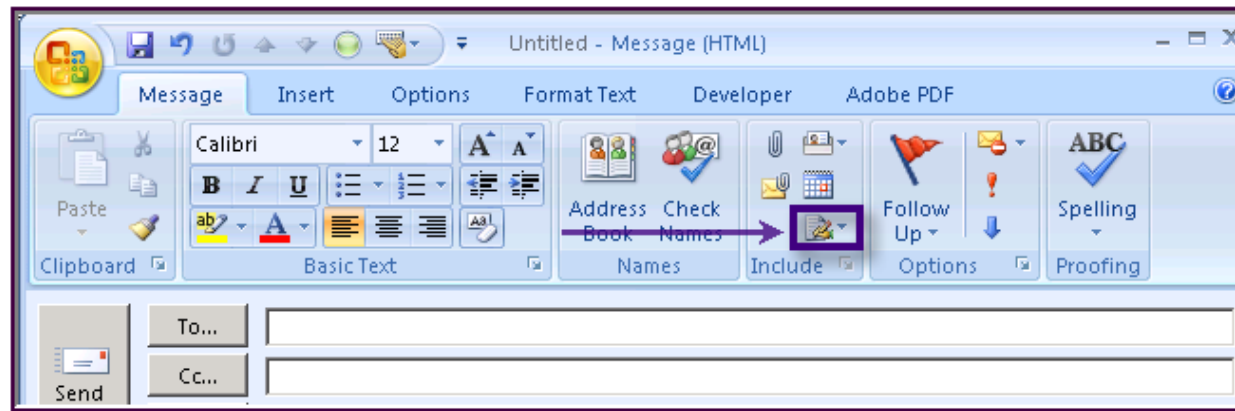
In the same area used to create a signature (under Tools-Options-Mail Format-Signatures), click on the drop down arrow next to New Messages and choose the signature you would like applied for all new messages.

- You may do the same thing for Replies/Forwards – that will include your signature on all replies/forwards!



### Don't care to have your signature on ALL messages?

Leave the fields for new messages and replies and forwards set to *NONE*. When creating a new email you wish to use your signature on, click on the icon for signatures and choose your signature.



### Edit signature

Click Tools > Options > choose Mail Format tab. Click on the button "Signatures."

- From the *Select signature to edit* scroll list, select the *Signature* you want to edit.
- In the *Edit signature* section, make the appropriate changes to the *Signature*.
- Click OK on dialog boxes until you are back out to the main Outlook window.

### Delete signature

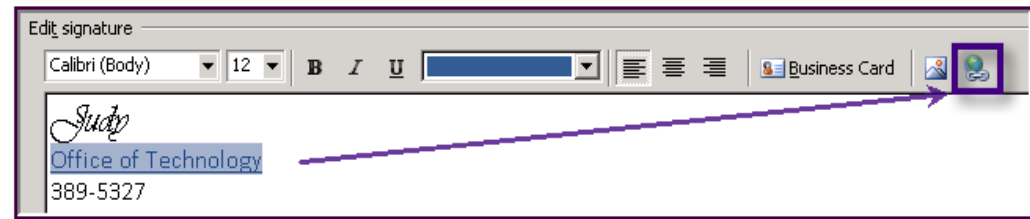
Click Tools > Options > choose Mail Format tab. Click on the button "Signatures."

- From the *Select signature to edit* scroll list, select the *Signature* you want to edit.
- In the *Edit signature* section, make the appropriate changes to the *Signature*.
- Click OK on dialog boxes until you are back out to the main Outlook window.

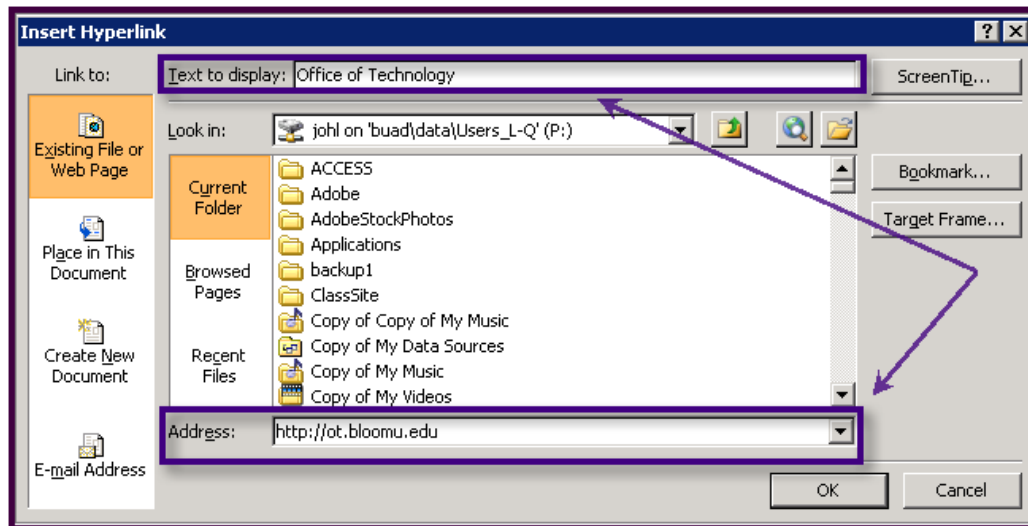
## Add a hyperlink to your signature

Type the text you wish to display as a hyperlink to an outside web page.

Highlight text and click the "insert hyperlink" button.



The following window appears. It will show the text to display. Add hyperlink address in the Address section. Sample screenshot below!



## Delete hyperlink

Highlight hyperlink text and click the hyperlink icon.

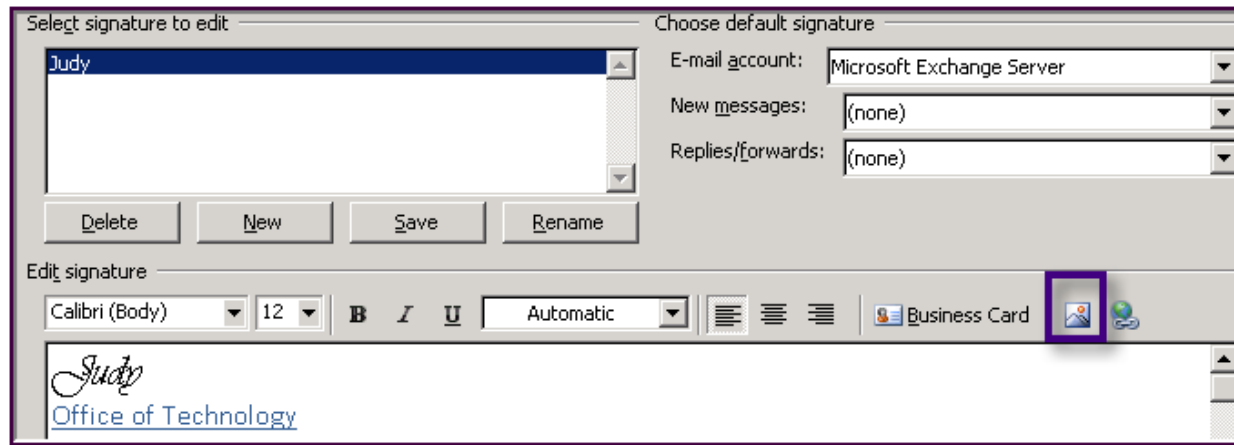
In the window that appears, you will see a button called "remove link" – click on that to remove link.

## Add an image to your signature

Create new signature block.

Add text if desired.

When ready to insert image file (i.e., .jpg, .gif), click the "insert picture" button. Browse to the location of the image file and chose image you wish to use.



## Create handwritten signature for messages

To include a handwritten signature in your e-mail messages, you add an image of the handwritten text to an Outlook email signature.

Methods of reproducing a handwritten signature as an image include:

- Scanning the signature
- Taking a digital photograph of the signature

After reproducing the image, save the image in one of the common image file formats, such as .bmp, .gif, .jpg, or .png.

Crop the file to include only the handwritten signature.

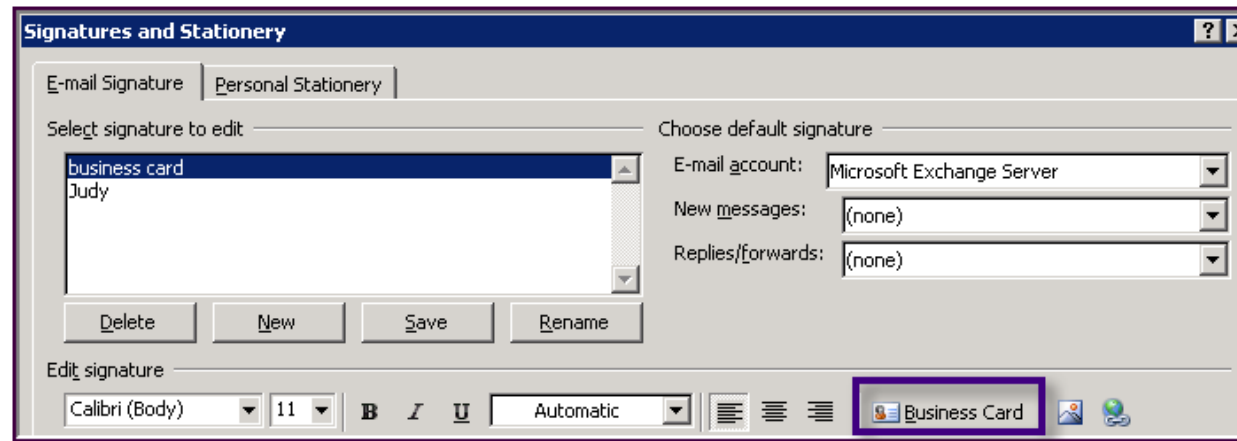
Insert by following the instructions at the top of this page, "Add an image to your signature."

## Add a business card to your signature

Create new signature block.

Add text if desired.

Click the "business card" button. Browse to the location of your card – Outlook will be looking in your contacts folder for your card.



## Don't have a business card?

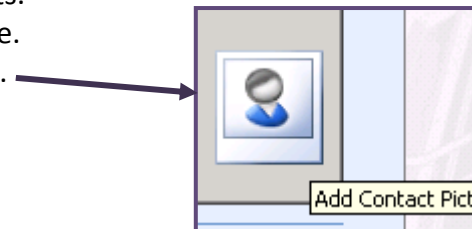
Create one easily by following this instruction:

Creating a new email message – insert your name in the To field, using the global address book entry for your address.

Once your name is in the To field, right click on it and choose Add to Contacts.

A new card will come up on your screen. Edit the text in any way you choose.

You may add a photo to your card by clicking the "Add Contact Picture" icon.



See next page for more design tips for your business card!

A snapshot of what your business card looks like is located on the right side of your contact card. You may specify a different background color, font, or placement of your image in another location than the default. Do this by right clicking on the card and choose "edit card." Edit as you desire. Be sure to click Save & Close when done.

